

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 5 March 1952

FROM : Chief, Building Maintenance &amp; Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities  
Division during the month of February, 1952.

## Volume:

1. Requests for services processed during month of February
  - A. New Requests by memorandum or requisition 333
  - B. On hand prior to February 1 33
  - Total 366
  - C. Written orders placed with G.S.A. 263
  - D. Number on hand no action as of 29 February 30
  - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 1
2. Funds obligated (This section submitted January, April, July or October)
  - A. First Quarter Encumbrances
    1. Routine alterations, painting, repairs \$18,401.00
    2. Special Projects
      - a. Renovations (6605) 71,925.95
      - b. Renovations (Other) 2,915.00
      - Total 74,840.95
    3. Protective Services (GSA Guards)
      - a. 143 reimbursable posts 65,426.00
      - b. 34 non-reimbursable posts
    4. Laborers and Trucks (From GSA) 5,333.00
    - Total Funds Obligated \$70,760.00
  3. Sums paid to G.S.A. during February against orders encumbered in fourth quarter.
    1. Alterations and Installations \$21,828.28
    2. Guards 65,643.97
    3. Laborers and Trucks 3,210.50
    4. Elevator Service 54.18
    5. Fireman-Laborers 442.24
    - Total \$91,179.17
  4. Work Load Status
    - A. Number of Requests on which orders have been placed but work has not been completed
 

30 days old	203
60 days old	100
90 days old	39
120 days old	35
Total	377

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B. Orders submitted to GSA non-reimbursable

In writing	10
Verbal	280
	<u>290</u>

C. Inter-office memorandums	22
Inter-agency letters	5

D. Space moves during February	24
Total personnel moved	691
Man hours by GSA Laborers	2800
Estimated cost	\$4,044.80

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Attachments